

# YOUTH SERVICES POLICY

<b>Title:</b> Facility Design <b>Next Annual Review Date:</b> 04/29/2010	<b>Type:</b> A. Administrative <b>Sub Type:</b> 7. Maintenance and Physical Plant <b>Number:</b> A.7.3
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<b>References:</b> ACA Standards 2-CO-2B-01 (Administration of Correctional Agencies) and 4-JCF-1A-02 (Performance-Based Standards for Juvenile Correctional Facilities)	
<b>STATUS:</b> Approved	
<b>Approved By:</b> Mary L. Livers, Deputy Secretary	<b>Date of Approval:</b> 04/29/2009

## I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

To establish the Deputy Secretary's policy regarding physical plant design which facilitates personal contact and interaction between youth and staff.

## III. APPLICABILITY:

Undersecretary, Deputy Assistant Secretaries, Facility Directors, and Youth Services' Capitol Outlay Project Manager.

## IV. DEFINITION:

**YS Central Office** - Offices of the Deputy Secretary, Undersecretary, Assistant Secretary, Chief of Operations, Deputy Assistant Secretaries and their support staff.

## V. POLICY:

It is the Deputy Secretary's policy that physical plant design, including staff office locations, facilitate personal contact and interaction between staff and youth.

## VI. PROCEDURES:

- A. All renovations, additions, and new construction shall be of a design that facilitates direct contact between youth and staff.

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- B. The YS Central Office's Capitol Outlay Project Manager shall provide oversight on such projects with the Division of Administration's Office of Facility Planning in conjunction with the appropriate Facility Director.

**Previous Regulation/Policy Number:** A-07-003 / A.7.3

**Previous Effective Date:** 10/15/1998

**Attachments/References:**